

Annual Programme for 2021-22 for use of Hindi

<u>S.NO</u>	<u>DETAILS OF WORK</u>	<u>'A' REGION</u>		<u>'B' REGION</u>		<u>'C' REGION</u>	
1.	Originating Correspondence in Hindi (including E-mail)	1. From A to A	100%	1. From B to A	90%	1. From C to A	55%
		2. From A to B	100%	2. From B to B	90%	2. From C to B	55%
		3. From A to C	65%	3. From B to C	55%	3. From C to C	55%
		4. From Region A to Offices/ Individuals in States / UTs of A & B region	100%	4. From Region B to Offices Individuals in States / UTs of A & B region	90%	4. From Region C to Offices/ Individuals in States / UTs of A & B region	55%
2.	Letters received in Hindi to be answered in Hindi		100%		100%		100%
3.	Noting in Hindi		75%		50%		30%
4.	Training Programme through Hindi Medium		70%		60%		30%
5.	Recruitment of employees utilized for Hindi Typing & Stenographers		80%		70%		40%
6.	Dictation in Hindi/ Direct Typing on Key-Board (self and by the Asstt.)		65%		55%		30%
7.	Hindi Training (Language, Typing/ Stenography)		100%		100%		100%
8.	Preparation of Bilingual Training Material		100%		100%		100%
9.	Expenditure for the purchase of Hindi books etc., including digital matters i.e., Hindi e-books, CD/DVD, Pen Drive including amount incurred on Translation in Hindi from English and Regional Languages out of the total Library grant excluding journals and standard reference books.		50%		50%		50%
10.	Purchase of all electronic equipment including computers in bilingual form.		100%		100%		100%

11. Website bilingual	100%	100%	100%
12. Citizen Charter and display of Public interface information Board bilingual	100%	100%	100%
13. {I} Inspection by Ministries/ Departments/ Offices of their offices located outside their Headquarters & by the officers (DS/Dir/JS) of DOL(% of Offices)	25% (minimum)	25% (minimum)	25% (minimum)
{II} Inspections of sections at Headquarters.	25% (minimum)	25% (minimum)	25% (minimum)
{III} Joint inspections by the officers concerned & those of the Departments of Official Language of Foreign based Undertakings/ Offices etc. owned or controlled by the Central Government.	At least one inspection in a year.		
14. Meetings regarding Official Language			
{A} Hindi Salahakar Samiti	02 meetings in a year		
{B} Town Official Language months) Implementation Committee.	02 meetings in a year (One meeting every 6 months)		
{C} Official Language Implementation Committee.	04 meetings in a year (One meeting every quarter)		
15. Translation of Codes, Manuals, Forms, Procedural literature.	100%	100%	100%
16 Sections of the Ministries/ Departments/ Offices/ Banks/ Undertakings where entire work to be done in Hindi.	40%	30%	20%
	(Minimum Sections)		
	40% in 'A' Region, 25% in 'B' Region and 15% in 'C' Region work may be done in Hindi for those Public Sector Undertakings/ Corporations where there is no concept of sections.		

PROGRAMME FOR FOREIGN BASED INDIAN OFFICES

(A)	Correspondence in Hindi (Including offices of Central Government located in India/abroad)	50%
(B)	File noting in Hindi	50%
(C)	Number of TOLIC meetings (A TOLIC is to be constituted if 10 offices of Central Govt. or more are present in a town)	Minimum two meetings in a year
(D)	(Number of DOLIC (Departmental Official Language Implementation Committee) meetings. A DOLIC is to be constituted in the chairmanship of head of office.)	Minimum 04 meetings in a year
(E)	Availability of all bilingual electronic equipment's including computers.	100%
(F)	Employees of Hindi Typing /Stenographer	Minimum one in each office
(G)	Arrangement of Interpreters	Arrangements of interpreters be made from local language to Hindi & vice-versa in every Mission/ Embassy.